



Carlisle & Hampton Hill Federation



Carlisle Infant School

Broad Lane, Hampton, Middlesex, TW12 3AJ

Tel: 020 8979 2770 Fax: 020 8941 8559

E-mail: info@carlisle.richmond.sch.uk

Website: www.carlisle.richmond.sch.uk

Headteacher: Mrs K Allum BA (Hons)

Deputy Headteacher: Miss V Trinder BA (Hons)

Hampton Hill Junior School

St. James's Avenue, Hampton Hill, Middlesex, TW12 1HW

Tel: 020 8979 3019 Fax: 020 8941 8560

Email: info@hamptonhill.richmond.sch.uk

Website: www.hamptonhill.richmond.sch.uk

Headteacher: Mr A Went B.Ed (Hons)

Deputy Headteacher: Mrs A Appleyard BAQTS

FULL GOVERNING BODY MINUTES

Time, date & location:

6.30 pm – 7.55 pm on Thursday 3 May 2018 at Hampton Hill Junior School

Governor attendance:

Name	Category of governor	Attendance
Alison de Lord (Chair)	Co-opted (community)	Yes
Jerry Appleyard	Co-opted (community)	Yes
Paul Schofield	Co-opted (community)	Yes
Ian Seeds	Co-opted (community)	No
Sharon White	Co-opted (community)	Yes
Derek Winterburn	Co-opted (community)	Yes
Ruth Wright	Co-opted (community)	Yes
Billy Day	Local authority	Yes
Maria Ticehurst	Co-opted (parent)	Yes
Paul Morgan	Elected parent	No
Chris Thompson (Vice Chair)	Elected parent	No (apologies received)
Karen Allum	Headteacher	Yes
Alan Went	Headteacher	Yes
Karen Hood	Co-opted (staff)	No (apologies received)
Polly Jones	Elected staff	Yes

Note: Only governors may vote at Full Governing Body (FGB) meetings.

Other attendees:

Jane Anderson	Clerk to Governors
Mandy Appleyard	Deputy Headteacher, Hampton Hill Junior School
Sue Parkin	School Business Manager

Final minutes to be sent to:

All members of the Full Governing Body, Achieving for Children and on website once approved

Papers

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| <ul style="list-style-type: none"> Minutes of previous meeting Leadership & management SEF points (follow up from action at previous meeting) | <ul style="list-style-type: none"> SLA for HHJS specialist resourced provision 360 degree review of Chair summary Succession planning & governance proposals |
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Preliminaries

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| 1. | <p>Opening</p> <p>Governors were welcomed to the meeting. Apologies were received and accepted for KH and CT. IS and PM were absent.</p> |
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2.	Declarations of interest All members were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion at the meeting.
3.	Minutes of the previous meeting The minutes of the previous meeting, held on 22 March 2018, were agreed as a true and accurate record and were signed by the Chair.

Matters arising from actions agreed at previous meeting	Actions
4.	<p>All actions agreed at the last meeting were complete and did not require further discussion, except for the following matters arising:</p> <p>Subject meetings between governors and staff leads. <i>Update: Those who had met staff had found the meetings very useful.</i></p> <p>Confirm to Clerk what finance training had been undertaken and/or complete online or face to face finance training. <i>Update: All reminded to do this</i></p> <p>Budget 2018/19 – Approach AfC regarding feasibility study after Easter holidays. <i>Update: This action had been completed, but there had been no further information from AfC in response. Due to the sensitive nature of this discussion it is covered in Part II minutes.</i></p>

5.	<p>SEN provision</p> <p>The FGB discussed the specialist resourced provision at HHJS, which AfC proposed to expand for the next school year. Governors were reminded that the Federation had not sought the opportunity, but had wanted to respond positively to the request and had developed a model that the senior leadership team (SLT) felt could work well without detriment to other children. The working assumption was that the current complement of three children would be increased to four in September and would be built up to six during the course of the year.</p> <p>Governors heard that there had been good progress, especially in developing a service level agreement, which defined resources needed. However the school was querying some of the figures with AfC as the proposed funding was not as cost neutral as had been assumed. It was also noted that the provision could only be a success if an experienced teacher could be appointed and as such an advert would need to be placed by the end of the following week.</p> <p>The FGB was concerned that the finances were not agreed and there was not agreement in place to make the physical changes to the site that were needed to provide a safe and appropriate environment for the children and the staff in the provision. Governors said that it would not be possible to start recruitment or any other preparations unless or until these arrangements were agreed with AfC.</p> <p><u>ACTION:</u> Write to AfC seeking agreement to the necessary level of funding and refurbishment in time to start teacher recruitment for the expanded provision the following week.</p>	AW
6.	<p>General Data Protection Regulations (GDPR)</p> <p>The Chair of the Achievement & Families Committee updated the FGB on preparations being made in advance of the 25 May GDPR deadline that had been discussed at that committee meeting. The key points highlighted in the update and consequent FGB discussion are summarised below:</p>	

	<ul style="list-style-type: none"> • A data audit had been conducted by SLT and checked by Peter Cowley at AfC, who had been happy with the approach taken. • The Clerk had circulated the recently published Department for Education (DfE) toolkit for schools on GDPR to all governors. A member of the SLT would check all points were addressed • A member of the SLT carried out training for staff on the implications of GDPR for their work and provided a compliance checklist for staff • The Chair of Governors, both headteachers and School Business Manager had considered the best way to fulfil the requirement to appoint a Data Protection Officer. A proposal was being developed involving existing staff taking on additional work, subject to an agreeable job description and remuneration being negotiated <p>Q. Do governors need to do any training? A. A lot of the content of the staff training would apply to governors too. The checklist would be adapted to governors and circulated.</p> <p>[Note: Details of an e-learning module on GDPR was circulated to governors by the School Business Manager on 6 February 2018.]</p> <p><u>ACTIONS</u></p> <ul style="list-style-type: none"> • Adapt GDPR compliance checklist for governors and circulate • Prepare job descriptions and undertake other HR work necessary to appoint to posts related to the Data Protection Officer role • Prepare Data Protection Policy in time for it to be reviewed and approved by FGB in correspondence before 25 May • Check all points highlighted in DfE toolkit have been covered • Add GDPR as a standing item to all FGB agendas 	<p>KA & VT</p> <p>AW & SP</p> <p>KA & VT</p> <p>KA & VT</p> <p>Clerk</p>
<p>7.</p>	<p>360 degree review of the Chair</p> <p>The FGB discussed a paper which had been circulated in advance of the meeting on the results of the 360 degree review of the Chair. It was felt that it had been a positive process and constructive points had been made. Key points which arose:</p> <p>Induction of new governors – It was proposed that as part of their induction new governors should receive a copy of the School Improvement Plans and should then visit the schools to meet key staff. This would provide an opportunity to discuss priorities and issues for the schools early on. The Clerk provided the Chair with a copy of the induction letter sent to new governors and it was agreed that the Pay & Personnel Committee should discuss this and the overall approach to induction at its next meeting.</p> <p>Focussed agendas – The Strategy Group had discussed this when thinking about governance proposals for the next school year. Part of the proposal was that committee chairs and vice chairs should have more proactive roles and it was hoped that this would mean an increased level of governor engagement with the agenda setting process.</p> <p>Succession plan – This had also been discussed by the Strategy Group and was covered in the paper to be discussed under the next item.</p> <p><u>ACTION:</u> Add review of governor induction to the next Pay & Personnel Committee agenda</p>	<p>Clerk</p>

8.

Succession planning & governance

The FGB discussed a paper which had been circulated in advance of the meeting which considered succession planning and included proposals to make changes to the model of governance used at the Federation for the next school year. It noted that the challenges of the current funding environment were placing additional pressures and demands on the FGB structure. The FGB acknowledged that in order to retain and leverage the talent and expertise amongst the governors, it was important to ensure it had the most appropriate governance structure in place to suit the evolving FGB role and the governor talent pool available.

It was noted that the current Chair of Governors would stand down from the position so a replacement was needed for the new school year. She would be happy to remain as chair of the Pay & Personnel Committee for a further year if the FGB agreed this. One of the key proposals was to introduce a rotating chair amongst the chairs of committees with vice chairs of committees taking on additional responsibilities for their committees. The Chair had discussed this with some individual governors and there were people prepared to take on these roles, although this would be subject to approval by the September meeting of the FGB.

Q. What do the headteachers think of the proposal, given that the relationship between heads and chair is key? A. Everyone has been accessible and the response from governors when heads have needed it has been positive and open. Would be a good idea to say that the headteachers would have regular fortnightly meetings with the termly chair.

Q. One of the issues raised in the last Ofsted inspection related to leadership and governance. Is there a risk that the proposed structure could undermine the huge progress that has been made on this? A. Since federation governance is now much stronger at HHJS, it is hoped that the proposals would lead to a strengthening of leadership.

Q. Do we need titular vice chair? A. To seek advice on this and on the correct language to use (e.g. "co-chair" was used at another local school).

Q. Is there a risk of each committee chair focussing only on own area and not having a strategic overview. A. Should ensure that Strategy Group meetings are planned a month in advance of FGB meetings.

Q. Would it be difficult for new Headteacher CIS? A. Based on the proposal the chair of P&P (the current chair) would be in the lead in the autumn term and so would be well placed to assist with the induction. The titular chair would also be available.

The Clerk reminded the FGB that the scheme of delegation would have to be updated to reflect the new arrangements for the September meeting.

The FGB was reminded that there would be co-opted governor vacancies to fill as PS and MT were coming to the end of their terms and were intending to stand down.

The FGB heard that the Chair had met with a prospective governor who would be interested in joining the Federation for 2018/19. It was reported that she was recommended by SW. She is a textiles teacher at Teddington School and had been a governor there during the period in which they were doing a new build project. She had grown up children who had been to CIS and HHJS. She would be happy to be on the A&F Committee. It was reported that she had a valuable skill set to offer and as she worked a four day week,

	<p>would have some time to come in to school. The FGB agreed the co-opted appointment to take effect from September.</p> <p>It was reported that CT was moving away and so would be leaving his elected parent governor position. A parent election would take place.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Run parent governor election to fill vacancy due to CT leaving • Clarify whether it is sufficient to have a titular elected chair of governors and a termly rotating chair of FGB or whether a titular vice chair is also required • Add standing item to FGB agendas in 2018/19 on how well governance is working and add a full review of the governance structure to the July 2019 agenda • Ensure updated scheme of delegation is ready for September FGB meeting 	<p>KA & AW</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p>
<p>9.</p>	<p>Discussion session – 360 degree review of governance</p> <p>The FGB was reminded that the May meeting did not follow the normal format of reporting in order to allow an opportunity for strategic reflection. As such the FGB discussed a series of self-reflective questions, summarised below.</p> <p>Q.1 What are we doing well as governors?</p> <ul style="list-style-type: none"> • Robust and proactive • Formidable skill set • Governors in school for book looks, part of CPDs, etc and its great for staff to see this - reassuring. Staff happy to be challenged, but great it is starting from point of mutual trust and respect • Good balance between strategic and operational – we look at long term plans, sustainability, don't get stuck in day to day issues • Never panic – measured response • Help Federation to punch above its weight - political appetite • Well informed and confident • Using the SIP questions at A&F Committee has helped provide additional challenge • Information that is requested and the way it is distributed to governors via the clerk <p>Q.2 What are our schools doing well?</p> <ul style="list-style-type: none"> • Transparency increased over time • More communication and support with governors • All very proud of both schools, but not complacent <p>Q.3 What are other schools doing well that we could learn from (including any learning from recent local Ofsted inspections)?</p> <ul style="list-style-type: none"> • Measuring starting points appropriately – could separate out different groups, but more difficult due to curriculum change • Parents want flow and seamless two schools working together - work on seven year curriculum has really helped and try to improve the plan each year, taking feedback from staff and parents • Could look at moving to one handwriting style through both schools. • Safeguarding audits this year were in different formats at the two schools – should have consistent approach. <p>Q.4 It would be even better if...?</p> <ul style="list-style-type: none"> • Meeting with subject leaders really positive, so could build on this - come into the school more and meet other staff members • Delegating more to committees so FGB becomes really focussed 	

	<ul style="list-style-type: none"> • Size of FGB – need to ensure not too big – but feel contribution is now good • Consider if we are expert in anything we could share with local community of schools or wider, e.g. spelling, outdoor learning in Reception, phonics and sustainability. 	
10.	<p>Governor complaints No complaints had been received from parents or the wider community.</p>	
11.	<p>Communication The FGB agreed that the next newsletter should cover the parent governor election, 360 review of governance, finances, a thank you to staff and a thank you to the PTAs for their fundraising work which had enabled the schools to take forward projects that otherwise would not have been possible.</p> <p>The FGB was also asked if any governors could be part of the interview panel for year 6 business plans. Further details would be emailed. The 18 May pub quiz was also advertised as an opportunity to increase governor visibility amongst parents and carers.</p>	

Next meeting: 6.30pm on Thursday 12 July 2018 at Carlisle Infant School

Signed: **Date:**.....